

SFSP PROGRAMS ADMINISTRATION COORDINATOR
APPLICATION DEADLINE IS TUESDAY, APRIL 10, 2018 AT 11:59PM

Division: Single Family Special Programs
Reports to: Director of Single Family Special Programs
Location: Nashville, TN
Full-time/Part-time: Full-time
Salary Grade: 34
Monthly Salary Range Minimum: \$3,896
FLSA Classification: Non-Exempt (01)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Provides the Single Family Special Programs (SFSP) Division with program creation, to include the development of program guides, term sheets and program related disclosures; builds a rapport with external partners, government agencies, corporations and other grant-making organizations; persuasively articulates Tennessee Housing Development Agency's mission and programs to potential funders; manages the program participant relationships, applications and renewals for all non-profit agencies participating in SFSP Programs; investigates grant opportunities that would complement our programs; provides accurate reporting to funders and essential government agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Establishes and maintains a high level of written and oral communication with external partners to ensure accurate and timely delivery and receipt of documentation.
- Maintains confidentiality when reviewing sensitive material related to non-profit partners, Single Family Special Program applicants, participants, or staff.
- Develops training materials to include program guides, disclosures, and/or video training for each program, to be accessed through the THDA website.
- Conducts external training with participating agencies.
- Represents THDA at public appearances as it relates to SFSP programs.
- Oversees and reviews non-profit Partner Applications, annual Recertifications, tracking, collecting and logging incoming documentation with the Audit, Finance and Accounting divisions.
- Works closely with the Communications Department to maintain and update website information relative to SFSP.
- Coordinates needed training events with the Single Family Executive Administrative Assistant
- Conducts research on foundations, government agencies and corporations to evaluate prospects for corporate and foundation grants or loan funding sources; provides reports or presentations on potential funding sources to the Director of SFSP and the Chief Operating Officer of Single Family Programs.
- Coordinates the full range of activities required to prepare submit, and manage grant or loan program proposals to foundations, government agencies and corporate sources.
- Provides stewardship to current donors, including work with the Research Division, to provide regular written updates to the THDA Board of Directors, corporate, government, and foundation donors.
- Works with Volunteer Mortgage Loan Servicing (VMLS) to develop processes required on those loan programs that have loan servicing requirements to include payoffs, release of liens, and development of any services that SFSP will provide to VMLS.
- Maintains current records in database, including grant and funding tracking and reporting.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- Bachelor's degree in communications, English, professional writing or a similar major preferred.
- Minimum of two years experience in grant applications, non-profit fundraising, or lending.
- Experience working in deadline-driven environments.
- Outstanding grammar and research skills are essential.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Knowledge of basic fundraising techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Strong organizational skills.
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Excellent verbal communication skills.
- Strong editing skills.
- Attention to detail.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Ability to work well in a team environment and handle multiple assignments.
- Builds and maintains positive relationships with internal and external constituents.
- Strong interpersonal skills; excellent customer service skills
- Excellent problem solving, analytical, and decision making skills.
- Ability to exercise good judgment in evaluating complex situations.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Maintains a high level of confidentiality.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Working knowledge of standard office procedures and standard office equipment.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Occasional in-state and out-of-state travel.
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER
APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION
PLEASE VISIT OUR WEBSITE AT WWW.THDA.ORG AND FOLLOW THE ONLINE
APPLICATION INSTRUCTIONS